

U.S. Embassy Dar es Salaam
Date: March 02, 2020

To: Prospective Quoters

Subject: Request for Quotations number **19TZ2020Q0006**

Enclosed is a Request for Quotations (RFQ) for the U.S. Embassy Dar Es Salaam Residential Fuel Management Solution/System (FMS). If you would like to submit a quotation, follow the instructions in the scope of work (SOW), complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

A site visit shall be held Wednesday, March 18, 10am to address any questions with this RFQ. Prospective offerors/quoters, please contact DarGSOProcurement@state.gov for additional information or to arrange entry to residences.

Quotations are due by Wednesday, April 15 at 4pm in Dar es Salaam. No quotations shall be accepted after this time.

Sincerely,

Brian Fitzpatrick
Contracting Officer

SECTION 1 – SCHEDULE

CONTINUATION TO SF-1449

1.0 SCOPE OF CONTRACT

The American Embassy in Dar es Salaam is soliciting proposals from qualified vendors to furnish and install a complete Fuel Management Solution/System (FMS) or (comparable with specs below) that will control and record information regarding generators fuel level, usage, and management. The embassy manages various Government-owned generators mainly located at different residences on the Msasani Peninsula. In accordance with the terms of this Request for Proposals (“RFP”), the awarded Supplier will provide hardware, software, internal and external systems integration with affiliated implementation, maintenance and training services. This Fuel Management System purchase should include warranty and installation.

1.1. TYPE OF CONTRACT

This is an Indefinite Delivery/Indefinite Quantity contract to allow for fluctuations in the number of generators the US Embassy may need to manage using an FMS. The Embassy shall only pay for the cost of the monthly service charge. No additional sums will be payable for any escalation in the cost of materials, equipment or labor if it is the result of the contractor's failure to prepare a reliable cost estimate. The contract price will not be adjusted due to fluctuations in currency exchange rates.

For each effective year of the contract, the US Government guarantees a minimum order of 40 generators per month. The maximum number of generators per month ordered under each year of the contract shall not exceed 80.

1.2 NOTICE TO PROCEED

After Contract award, submission of acceptable insurance certificates and copies of all applicable licenses and permits, the Contracting Officer will issue a Notice to Proceed. The Notice to Proceed will establish a date (a minimum of ten (10) days from date of Contract award unless the Contractor agrees to an earlier date) on which performance shall start.

1.3 PERIOD OF PERFORMANCE

The contract will be for a period of one-year, with a maximum of three one-year optional periods of performance and will be expected to commence no later than July 2020

2.0 PRICING

The rates below include all costs associated with providing Fuel Monitoring system/ Services in accordance with the attached scope of work, and the manufacturer’s warranty including materials, labor, insurance (see FAR 52.228-4 and 52.228-5), overhead, profit and Government sales Tax (if applicable).

The Contractor shall provide the services shown below for the base period of the contract and continuing for a period of 12 months. The currency of this contract is _____ (offeror to identify currency). Local companies shall offer in local currency. Value Added Tax (VAT) shall be priced as a separate Line Item in the contract and on Invoices.

Base Year.

CLIN	Description	Quantity of Equipment	Type of services	No. of service	Unit price / service	Total per year
001	FMS	60	Monthly	12		
	Add: 18% VAT					
	Grand Total Base year					

Option Year 1

CLIN	Description	Quantity of Equipment	Type of services	No. of service	Unit price / service	Total per year
101	FMS	60	Monthly	12		
	Add: 18% VAT					
	Grand Total Base year					

Option Year 2.

CLIN	Description	Quantity of Equipment	Type of services	No. of service	Unit price / service	Total per year
201	FMS	60	Monthly	12		
	Add: 18% VAT					
	Grand Total Base year					

Option Year 3.

CLIN	Description	Quantity of Equipment	Type of services	No. of service	Unit price / service	Total per year
301	FMS	60	Monthly	12		
	Add: 18% VAT					
	Grand Total Base year					

Total for all years:	Base Year	\$ _____
	Option Year 1	\$ _____
	Option Year 2	\$ _____
	Option Year 3	\$ _____
	TOTAL	\$ _____

The Government shall pay the Contractor the price per month for standard services that have been satisfactorily performed

CONTINUATION TO SF-1449
SCHEDULE OF SUPPLIES/SERVICES

1.0 DESCRIPTION

The American Embassy in Dar es Salaam requires the Contractor to install and manage a Fuel Monitoring System for the below residential generators in a safe, reliable and efficient operating condition.

DESCRIPTION OF EQUIPMENT:

#	Serial Number	Model Number	Date Mfg.	Mfg.	KVA
1	NR14051000005	PR0285D/4	04/23/2015	Perkins	250
2	OLY00000VLEZ06517	GEP 50-7	06/18/2013	Olympian (Cat)	50
3	OLY00000CLEZ06516	GEP 50-7	06/13/2013	Olympian (Cat)	50
4	OLY00000PLEZ02106	GEP 50-7	07/18/2012	Olympian (Cat)	50
5	OLY00000TLEZ04520	GEP 50-7	06/19/2012	Olympian (Cat)	50
6	OLY00000CLEZ01820	GEP 50-7	06/18/2012	Olympian (Cat)	60
7	335344	DVAS220E			220
8	OLY00000KLEZ04519	GEP 50-7	06/10/2012	Olympian (Cat)	50
9	OLY00000PLEZ04521	GEP 50-7	06/09/2012	Olympian (Cat)	43
10	OLY00000ELEZ04353	GEP 50-7	06/08/2012	Olympian (Cat)	50
11	OLY00000CLEZ04354	GEP 50-7	06/05/2012	Olympian (Cat)	50
12	OLY00000K11608274	GEP-44-5	06/30/1905	Olympian (Cat)	44
13	OLY00000ELEZ02425	GEP 50-7	06/21/2011	Olympian (Cat)	50
14	OLY00000E11607782	GEP 44-5	06/15/2011	Olympian (Cat)	40
15	OLY00000ALEZ02758	GEP 50-7	06/15/2011	Olympian (Cat)	50
16	OLY00000TLEZ02427	GEP 50-7	06/15/2011	Olympian (Cat)	50
17	OLY00000LLEZ02423	GEP 50-7	06/15/2011	Olympian (Cat)	50
18	OLY00000ALEZ02906	GEP 50-7	06/15/2011	Olympian (Cat)	50
19	OLY00000PLEZ02820	GEP 50-7	06/15/2011	Olympian (Cat)	50
20	OLY00000CLEZ02756	GEP 50-7	06/15/2011	Olympian (Cat)	50
21	OLY00000ALEZ01819	GEP 50-7	06/14/2011	Olympian (Cat)	50
22	OLY00000KLEZ02818	GEP 50-7	06/14/2011	Olympian (Cat)	50
23	OYL00000TLEZ02424	GEP 50-7	06/14/2011	Olympian (Cat)	50
24	OYL00000VLEZ02757	GEP 44-5	06/09/2011	Olympian (Cat)	40
25	OLY00000PLEZ02817	GEP 50-7	06/08/2011	Olympian (Cat)	50
26	OLY00000ALEZ01822	GEP 50-7	06/07/2011	Olympian (Cat)	50
27	OLY00000VLEZ01821	GEP 50-7	06/07/2011	Olympian (Cat)	50
28	OLY00000CLEL01234	GEP 165 1	06/05/2011	Olympian (Cat)	165
29	K0168F/001	DA3-AJ110S-5A1	06/14/2010	Perkins	110
30	OLY00000PLEL01259	GEP 165-1	01/26/2010	Olympian (Cat)	165

31	OLY00000C11610870	GEP 44-5	06/24/2009	Cummins/Onan	40
32	OLY00000V11610398	GEP 44-5	06/15/2009	Olympian (Cat)	44
33	OLY00000VMPN02462	GEH 220-2	06/10/2009	Olympian (Cat)	220
34	OLY00000TLEZ06431	GEP50-7	07/05/1905	Olympian (Cat)	50
35	OLY00000CMPN02467	GEH220-1	06/08/2009	Olympian (Cat)	220
36	OLY00000TLEH00285	GEP165-4	07/03/1905	Olympian (Cat)	165
37	OLY00000V11608280	GEP 44-5	06/18/2008	Olympian (Cat)	44
38	OLY00000ELEZ05258	GEP 50-7	07/04/1905	Olympian (Cat)	50
39	OLY00000K11608274	GEP 44-5	06/16/2008	Olympian (Cat)	44
40	GO364B/002	DA3-AJ405-5DI	06/07/2007	Perkins	40
41	FGWPEPP5CATS07948	XP40P3	06/15/2006	Perkins	40
42	FGWPEPPSLATS0505094	XP40P1	06/14/2006	Perkins	40
43	FGWPEPP5CATS05656	EP40P3	06/08/2006	Perkins	40
44	D000151443	DGBC-4487557	07/04/1905	Cummins/Onan	40
45	OLY00000TLEZ05182	GEP 50-7	06/14/2001	Olympian (Cat)	50
46	OLY00000YRPF00222	GEP 50-3	06/14/2001	Olympian (Cat)	50
47	G010264867	DGBC-4963126	06/12/2001	Cummins/Onan	40
48	OLY00000L11607830	GEP 44-5	06/30/1905	Olympian (Cat)	44
49	A0-10194727	DGBC4493987	06/12/2001	Cummins/Onan	40
50	FGWPEP03UD03487	P40P1	06/05/2001	Perkins	40
51	H990959896	DGBC-376113	06/13/2000	Cummins/Onan	40
52	D000097396	DGBC-4479625	06/07/2000	Cummins/Onan	60
53	OLY00000K11608288	GEP 44-5	06/30/1905	Olympian (Cat)	44
54	I12K393516	C80D5	07/04/1905	Cummins/Onan	80
55	G010264868	DGBC-4963126	06/16/1998	Cummins/Onan	40
56	D2322A/008	P40	06/15/1998	Perkins	40
57	OLY00000JLEZ02755	GEP50-7	07/03/1905	Olympian (Cat)	50
58	D2322B/001	P40	05/23/1998	Perkins	40
59	G0364A/001	DA3-AJ63P-5D1	06/29/1905	Perkins	63
60	NEW	NEW	08/08/2019	Perkins	40

1.1 GENERAL REQUIREMENTS

The Contractor certifies that it presently has adequate qualified personnel to perform all services required as outlined in the Statement of Work (SOW). All work under this Contract will be supervised by the Contractor, and all labor personnel, transportation, tools, and supplies required to maintain the systems are the responsibility of the contractor in accordance with this work statement.

1.2 STATEMENT OF WORK

The Contractor shall perform an assessment of the fuel tanks to ensure that they are clean of all residue which may affect sensors then install and manage a Fuel Monitoring System as described in this STATEMENT OF WORK. The purpose of a Fuel Management System is to provide the US Embassy with real-time monitoring of fuel level, and generators. Such a system should provide at least the following features:

- Live Data Display
- Data Collection
- Historical Reports
- Alarm/Alert Management (Theft, Loss, Leakage etc.)
- Daily/Weekly/Monthly Reconciliation
- Generator start and stop
- Generator Run hours
- Generator status (On/Off)
- TANESCO status (On/Off)
- Water contamination alarm

General specifications

- 1 Vendor shall supply all sensors and materials required for installation.
- 2 Fuel Management System shall provide accurate and timely data while accounting for all fuel dispensed and used.
- 3 Must transmit transactions to the FMS cloud-based hosted fuel management database 24/7.
- 4 Data should be highly secure against unauthorized access
- 5 Ability to accommodate additional generators if needed.

Warranty and Maintenance

1. Warranty for parts and service are at the expense of the vendor for the duration of the contract.
2. Supplier shall be responsible for cloud database updates and maintenance of software.

Training

1. Contractor shall provide at least a one-day training session on the FMS software and equipment operations
2. System must be simple to learn and have very little learning curve.
3. Phone support must be available for users at all time - 7/365
4. "How To" step-by-step instruction manual must be provided.

1.3 SCHEDULES

The installation and maintenance of the system shall be done in the manner that causes the least amount of interference with residents' daily activities or creating additional burden for security personnel. Vendor's work plan should assume the facilities will be available on a limited basis during normal operating hours. The Contractor shall deliver standard services between the hours of Monday to Thursday from 07:30 to 17:00 & Friday from 07:30 to 11:30.

There should be no work performed on the following US and Tanzanian holidays unless in case of an emergency, and permission should be requested in advance.

Day	Date	Holiday	Country
Tuesday	January 1	New Year's Day	US
Saturday	January 12	Zanzibar Revolution Day	TZ
Monday	January 21	Birthday of Martin Luther King, Jr.	US
Monday	February 18	Washington's Birthday	US
Sunday	April 7	Karume Day	TZ
Friday	April 19	Good Friday	TZ
Sunday	April 21	Easter Sunday	TZ
Monday	April 22	Easter Monday	TZ
Friday	April 26	Union Day	TZ
Wednesday	May 1	Worker's Day	TZ
Monday	May 27	Memorial Day	US
*	*	Eid-el-Fitr (Two days)	TZ
Thursday	July 4	Independence Day	US
Sunday	July 7	Intl Trade Fair Day(Saba Saba)	TZ
Thursday	August 8	Peasants' day (Nane Nane)	TZ
*	*	Eid-al-Adha	TZ
Monday	September 2	Labor Day	US
Monday	October 14	Columbus Day	US
Monday	October 14	Nyerere Day	TZ
*	*	Maulid Day	TZ
Monday	November 11	Veterans Day	US
Thursday	November 28	Thanksgiving Day	US
Wednesday	December 25	Christmas Day	US
Thursday	December 26	Boxing Day	TZ

*Observance of these holidays may differ from year to year. Dates should be reviewed annually.

1.4. DELIVERABLES

The following items shall be delivered under this contract:

Description	QTY	Delivery Date	Deliver to
Names, biographic data, police clearance on Contractor personnel (#6.2)	1	5 days after contract award	COR
Certificate of Insurance (#10.2)	1	10 days after contract award	CO
Installation schedule	1	5 days after contract award	COR
Scheduled preventive maintenance	1	30 days after contract award	COR
Certification of disposal of toxic chemicals by local authorities (#7.3)	1	After cleaning and removal of residue in fuel tanks	CO

2.1 MANAGEMENT AND SUPERVISION

2.1.2 Supervision. The Contractor shall designate a representative who shall supervise the Contractor's technicians and be the Contractor's liaison with the American Embassy. The Contractor's employees shall be on-site only for contractual duties and not for any other business or purpose. Contractor employees shall have access limited to the work areas and will be escorted by Embassy personnel.

2.1.3 Personnel Security. The Government reserves the right to deny access to US Government facilities to any individual. The Contractor shall ensure that contractor employees have legal authorization to work in Tanzania. The Contractor shall provide the names, biographic data and police background investigations of all their employees. The Contractor shall immediately notify the contracting officer when an employee no longer requires access to US Government facilities. Submission of all information shall be provided within five (5) days of the contract being awarded. No technician shall be allowed on site without prior authorization. **Note:** this may include cleared personnel if advance notice of visit is not given at least one week in advance.

2.1.4 Personnel. Government shall issue identity cards to Contractor personnel upon approval for a limited clearance. Contractor personnel shall display their identity card (s) and make sure that the cards are always clearly visible. All cards remain the property of the US Government. The Contractor is responsible to return all cards and other US Government property upon completion of this contract, or when requested by the US Government.

2.1.5 Vehicles. Contractor vehicles will not be permitted inside residences without prior approval. All request for approval should contain the vehicle information: (Make, Model, License Plate #) along with a written justification for access with vehicle. All vehicle information should be submitted to the Facility Manager at least one (1) week prior to the visit.

2.2 PERSONNEL REQUIREMENTS

The Contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance, integrity and shall be responsible for taking disciplinary action with respect to employees as may be necessary. Employees shall respect and adhere to the principles of ethical conduct set forth in this section. The Government reserves the right to direct the Contractor to remove an employee from the worksite for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional cost to the Government.

2.3 STANDARD OF CONDUCT

2.3.1 Personal Protective Equipment (PPE). The Contractor's employees shall wear clean, neat and complete and appropriate protective clothing when on duty. The Contractor shall provide each employee with all PPE necessary to perform the job. The Contractor shall be responsible for all cost associated with purchasing and cleaning their employees' PPE including protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury.

2.3.2 Neglect of Duties. The contractor shall ensure that employees performance are satisfactory and should not condone activities such as sleeping while on duty, unreasonable delays, failures to carry out assigned tasks, conducting personal business while on duty, refusing to render assistance or cooperate in upholding the integrity of worksite safety.

2.3.3 Disorderly Conduct. The Contractor shall take clear and unequivocal action against any misconducts to include the use of abusive or offensive language, quarreling, and intimidation by words, actions, or fighting. Also included is participation in disruptive activities that interfere with normal and efficient Government operations.

2.3.4 Intoxicants and Narcotics. The Contractor shall ensure that employees do not unlawfully distribute, possess, or be under the influence of intoxicants, drugs or other substances which produce similar effects.

2.3.5 Criminal Actions. Contractor employees may be subject to criminal actions as allowed by law in certain circumstances. These circumstances include but are not limited to the following actions: falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records; concealment of material facts by willful omission from official documents or records; unauthorized use of Government property, theft, vandalism, or immoral conduct; unethical or improper use of official authority or credentials; security violations, organizing or participation in gambling in any form.

2.3.6 Notice to the Government of Labor Disputes. The Contractor shall inform the COR of any actual or potential labor dispute that is delaying or threatening to delay the timely performance of this contract.

2.4 SCHEDULED PREVENTIVE MAINTENANCE

2.4.1 General

The Contractor shall perform preventive maintenance of the sensors to include cleaning and removal of water and other residue from the fuel tanks. The objective of scheduled preventive maintenance is to eliminate system malfunction, breakdown and deterioration when units are activated/running.

2.4.2. The Contractor shall inventory, supply and replace expendable parts, that have become worn down due to wear and tear. The Contractor shall maintain a supply of sensors and other common parts to be readily available for normal maintenance or repairs. In addition, the contractor shall maintain a supply of appropriate tools, testing equipment, personal protective equipment (hands, hearing, eye protection), cleaning material for their employees.

2.4.3. The COR should be notified of any replacement of electronic or electrical parts prior to installation. The Contractor may be requested to de-install any sensor or parts at no cost to the Government.

2.4.4 Checklist Approval

The Contractor shall submit to the COR a schedule of plan for installation of equipment and description of preventive maintenance tasks which the Contractor plans to provide. The Contractor shall prepare this schedule and task description in a checklist format for the COR's approval prior to starting work.

2.4.5 Disposal toxic/ Hazardous substances. The Contractor is responsible for proper disposal of toxic/hazardous substances. All material shall be disposed of according to Government and Local law. After proper disposal the contractor must show proof of authorized disposal of these toxic/hazardous substances.

3.0 INSURANCE REQUIREMENTS

3.1 Personal Injury, Property Loss or Damage (Liability). The Contractor assumes absolute responsibility and liability for any and all personal injuries, property damage, losses or deaths, due to negligence of the Contractor's personnel in the performance of this Contract / Purchase Order. The Contractor's assumption of absolute liability is independent of any insurance policies.

3.2 Insurance. Contractor expressly understands and agrees that any insurance protection required is at the Contractor's own expense. Such insurance shall be maintained during the entire period of performance of this Contract. The Contractor shall carry the following minimum insurance:

3.3 Public Liability Insurance. The Contractor, at its own expense, shall provide and maintain during the entire period of performance of this Contract / purchase order, whatever insurance is legally necessary.

Contractor will provide evidence of insurance coverage as required for and shall provide and maintain the following at a minimum:

Property Damage per occurrence: \$50,000.00
Property Damage Cumulative: \$250,000.00

Bodily Injury per occurrence: \$50,000.00
Bodily Injury Cumulative: \$250,000.00

3.4 Worker's Compensation and Employer's Liability Insurance. The Contractor agrees to provide all employees with worker's compensation benefits as required under local laws (see FAR 52.228-4 "Worker's Compensation and War-Hazard Insurance Overseas").

3.5 Worker's Compensation Insurance. The Contractor agrees to provide all employees with worker's compensation benefits as required under local laws (see FAR 52.228-4 "Worker's Compensation and War-Hazard Insurance Overseas").

4.0 LOCAL LAW REGISTRATION

If the local law or decree requires that one or both parties to the contract register the contract with the designated authorities to ensure compliance with this law or decree, the entire burden of this registration shall rest upon the Contractor. Any local or other taxes which may be assessed against the Contract shall be payable by the Contractor without Government reimbursement.

5.0 QUALITY ASSURANCE PLAN (QAP).

5.1 Plan. This plan is designed to provide an effective surveillance method to promote effective Contractor performance. The QAP provides a method for the Contracting Officer's Representative (COR) to monitor Contractor performance, advise the Contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The Contractor, not the Government, is responsible for management and quality control to meet the terms of the Contract. The role of the Government is to conduct quality assurance to ensure that Contract standards are achieved.

Performance Objective	PWS Para	Performance Threshold
<u>Services.</u> Performs all services set forth in the performance work statement (PWS)	1 thru 12	All required services are performed and no more than one (1) technical complaint is received per month

5.2 Surveillance. The COR will receive and document all complaints from Government personnel regarding the services provided. If appropriate, the COR will send the complaints to the Contractor for corrective action.

5.3 Procedures.

5.3.1 If any Government personnel observe unacceptable services, either incomplete work or required services not being performed, they should immediately contact the COR.

5.3.2 The COR will complete appropriate documentation to record the complaint.

5.3.3 If the COR determines the complaint is invalid, the COR will advise the complainant. The COR will retain the annotated copy of the written complaint for his/her files.

5.3.4 If the COR determines the complaint is valid, the COR will inform the Contractor and give the Contractor additional time to correct the defect, if additional time is available. The COR shall determine how much time is reasonable.

5.3.5 The COR shall, as a minimum, orally notify the Contractor of any valid complaints.

5.3.6 If the Contractor disagrees with the complaint after investigation of the site and challenges the validity of the complaint, the Contractor will notify the COR. The COR will review the matter to determine the validity of the complaint.

5.3.7 The COR will consider complaints as resolved unless notified otherwise by the complainant.

5.3.8. Repeated complaints are not permitted for any services. If several complaints are received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action under the Inspection clause.

6.0 TRANSITION PLAN/CONTACTS

Within 14 days after contract award, the Contracting Officer may ask the contractor to develop a plan for preparing the contractor to assume all responsibilities for installing and managing the Fuel Management System. The plan shall establish the projected period for completion of all clearances of contractor personnel, and the projected start date for performance of all services required under this contract. The plan shall assign priority to the selection of a supervisor to be used under the contract.